

Opening Date: August 28, 2014

Closing Date: September 11, 2014

JOB OPPORTUNITY

MISSOURI DIVISION OF FIRE SAFETY



TITLE: Office Support Assistant (Temporary)
SALARY: \$10.00/hour

DESCRIPTION:

The Missouri Division of Fire Safety is seeking a qualified candidate for a temporary Office Support Assistant. This position shall not exceed 1,000 hours in a 12-month period, and is non-benefit eligible.

This is an intermediate level clerical and typing position of moderate difficulty and complexity involving a variety of tasks. Work may involve performing secretarial duties for one or more individuals.

EXAMPLES OF WORK PERFORMED:

Composes and types correspondence involving some interpretation and application of established policies and procedures. Enters and updates information in automated systems. Reviews documents for accuracy, completeness and compliance. Maintain filing systems. Assists other clerical staff with their assigned duties and responsibilities when requested, needed or assigned. Performs other related work as assigned.

QUALIFICATIONS:

Graduation from accredited high school or possession of high school equivalence certificate. One-year clerical experience. Ability to establish and maintain harmonious working relationships with other employees and the public. Thorough knowledge of PC operating system, Windows, and Microsoft Office programs.

APPLICATION PROCEDURE:

Individuals who wish to be considered for this position must complete an application, which may be obtained at the Division of Fire Safety, 205 Jefferson Street; 13th Floor, Jefferson City, Missouri, 65101, downloading an application at www.dfs.dps.mo.gov, or by calling 573-751-1746.

APPLICATIONS MUST BE POSTMARKED BY SEPTEMBER 11, 2014.

AN EQUAL OPPORTUNITY EMPLOYER

Individuals needing accommodations in the application process please contact the Personnel Office of the Missouri Division of Fire Safety.